



HEADQUARTERS
CIVIL AIR PATROL OREGON WING
UNITED STATES AIR FORCE AUXILIARY
28735 GRUMMAN DRIVE, EUGENE OR 97402-9542
TEL: 541-688-9408 FAX: 541-689-9509
WEBSITE: <http://orwg.cap.gov/> EMAIL: orwghq@earthlink.net



26 July 2005

MEMORANDUM FOR ALL MEMBERS OREGON WING

FROM: CC

SUBJECT: Safety

1. Safety should be the first thing in your mind anytime you are involved in a CAP activity, meeting, or mission. Why is it so important, you ask? Simply, if you get injured, it is you that suffers. If you cause injury to someone else, you also suffer from guilt. No normal person want to get hurt, but accidents happen. However, if we think before we act, we can prevent most accidents. With this in mind, I offer this safety message and policy.
2. **Goal:** Everyone goes home after every meeting, mission, and activity in the same or better condition than when they arrived. Every piece of equipment and facility is returned in as good or better condition than when we took it for use.
3. **How do we accomplish this?** Just think first, and then act. Be present in the moment. This means that your mind is not somewhere else, thinking about home, business, or school, or day dreaming. It is fully here and engages. Think about what you are about to do and what could go wrong. Always be vigilant for the little things that can trip you up. It is attention to details, using checklists, look out the windows, listening, and sensing your entire surroundings that put you in control.
4. **Safety is an attitude** of caution, vigilance, and active risk management. Every unit commander, team leader, and member has a role to play. Plan ahead, recognize risks, and do something to minimize them, watch out for yourself and others in your charge.
5. **Help us help you.** We can help each other by watching out for each other. Accidents occur when we are tired, not feeling well, rushed, or distracted. We can help each other by knowing what condition you are in. Let us know how you feel, what injuries you have has recently, the state of you health, and any limitation you know of. We can help to remind you when you might be pushing the limit. We owe that to each other.
6. **Be your own safety officer:** Take yourself out of the action when you are tired, not feeling well, or not up to the task. If you get hurt, you can't help anyone, even yourself. So, it is always OK to call a time out on yourself. You are indispensable to your family, friends, and CAP., but you can be replaced

//s//

THEODORE S. KYLE, Col, CAP
Commander